



Character and Fitness Application Checklist

Within the Character and Fitness Application you will be instructed to upload documents as attachments where applicable. Where original documents are required, you will see instructions for mailing the documents to the Committee on Character and Fitness. **Do not mail supporting documents until you have submitted and paid for the Character and Fitness Application.**

The following are required to be included or submitted with your Character and Fitness Application:

- ☐ Documentation proving citizenship (photocopy of driver's license, passport, etc.) or immigration status.
- ☐ Residence addresses for last ten years (or since age 21, whichever period is shorter).
- ☐ DD214 (if discharged from active duty military).
- ☐ Discharge papers from military reserve components.
- ☐ Documentation of military discipline.
- ☐ Dates of attendance and names of universities where any type of degree was earned.
- ☐ Dates of attendance and names of ALL law schools attended.
- ☐ Details of school discipline (lifetime).
- ☐ Dates and outcomes of applications to the practice of law in other jurisdictions.
- ☐ Dates and outcomes of applications to other professions including the address of the licensing agency, (including, but not limited to, teacher, substitute teacher, pilot, accountant, engineer, general contractor, patent agent/attorney, insurance or real estate agent/broker, notary, legal document preparer, court reporter, fiduciary, physician, nurse, EMT, dentist, other medical providers, barber, beautician, pest control, etc.).
- ☐ Details of any professional discipline (lifetime).

- ☐ A full accounting of all employment and unemployment periods (whether employed, in school, unemployed) for last ten (10) years (or since age 21, whichever period is shorter).
- ☐ Dates, employer names, current addresses, telephone numbers, email addresses, job titles, supervisor names, and reasons for leaving employment for last ten (10) years (or since age 21, whichever period is shorter).
- ☐ Details of discipline or dishonesty in employment.
- ☐ Civil Actions (10 years): copies of the complaint AND disposition, including settlement agreement if applicable, judgment, satisfaction of judgment, dismissal and/or dismissal after settlement, are required for ALL types of civil matters.
- ☐ Petition AND decree required for divorce.
- ☐ Criminal Actions (lifetime):
 - ☐ From Law Enforcement: copy of complete police report including officer's narrative report.
 - ☐ From Court: complaint, indictment, plea agreement (if any), disposition, sentence, (appeal, if any), and proof of satisfaction of all conditions imposed.
- ☐ Certified driving record (not driver's license) from every state where licensed within the last ten years (documents cannot be more than 90 days old at the time of submission).
- ☐ Traffic citations during last ten (10) years: provide the date or timeframe, the type of infraction, location, and disposition.
- ☐ Debts: complete details regarding any credit card revocation, delinquent debt, default on any order of court, or failure to meet financial obligations (lifetime); must also include steps taken to bring account current.
- ☐ Bankruptcy: petition, schedules of indebtedness, discharge order, detailed explanation of the circumstances, including any steps taken to meet obligations and avoid filing.
- ☐ Three personal references (NOT listed elsewhere in Character and Fitness Application) (name, address, telephone number, email, years known)
- ☐ Three attorney/judge/law professor references (NOT listed elsewhere in Character and Fitness Application) (name, address, telephone number, email, years known)